

Cambridge Arts Council

# 2007 Grant Program

## Grant Timeline

September 13, 2006 Cambridge Citywide Senior Center 806 Massachusetts Avenue	CAC Open Meeting 6:00–8:00 pm Question & Answer, feedback
October 5, 2006 Cambridge City Hall Annex 344 Broadway	CAC Grant Program Workshop 6:00–8:00 pm Bring first draft of proposal – RSVP
October 16, 2006	<b>Deadline ~ All applications must be received by 5:00 pm</b>
November 2006	Panels convene to review applications
January 2007	Applicants notified
March 2007	Ninth Annual Awards Celebration



Cambridge Arts Council  
344 Broadway ~ Second Floor  
Cambridge, MA 02139  
[www.cambridgeartscouncil.org](http://www.cambridgeartscouncil.org)  
(617) 349-4380



THIS COUNCIL IS FUNDED BY THE



# CAC Grant Program – Index

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# Cambridge Arts Council Grant Program

## About the Cambridge Arts Council Grant Program

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The Cambridge Arts Council (CAC) was established by the City of Cambridge in 1974 with the mandate to make the arts an integral part of life in Cambridge. The mission of the CAC is to promote access, excellence, education, and diversity in the arts, humanities, and interpretive sciences. This mission takes many forms including the Grant Program, the Public Art Program, an exhibition space, a range of community events including the annual *Cambridge River Festival* and *Summer in the City*, and administration of the Street Performer Ordinance. The CAC's programs are intended to expand public understanding and appreciation of the arts and to demonstrate the power of art to educate and effect social change.

Since 1999, the Grant Program has received substantial funding from the City of Cambridge. The CAC also receives an annual allocation from the Massachusetts Cultural Council (MCC) to provide grants through the Local Cultural Council (LCC) program.

The goal of the CAC's Grant Program is to promote and maintain a vital role for the arts in the lives of Cambridge citizens in all of the City's neighborhoods in order to improve the quality of life for all Cambridge residents and contribute to the economic vitality of our community. Through this grant program we want to encourage and promote public awareness, support, and development of the arts.

CAC is committed to funding a diverse range of cultural activities, including:

- Projects from individuals and from organizations
- Projects in all art forms
- Collaborative projects which bring together artists and other types of organizations
- Experimental projects that take the arts to non-traditional settings
- Projects that target specific populations – such as youth, elders, or residents of a specific neighborhood

The Grant Program will support creative and innovative programs that:

- Demonstrate outstanding artistic quality
- Show strong support from the intended audience and collaborators
- Demonstrate comprehensive planning
- Show strong evidence of a marketing or public relations plan
- Are publicly accessible
- Promote a meaningful interaction between the artist population and other members of the Cambridge community

Due to the limited funds available and the high demand for support, the CAC may award a smaller amount than is requested. Applicant should indicate on the grant application how this may affect your project. In cases where a project is partially funded, the CAC may request a written explanation of how the project will be modified. As an applicant, you should be prepared not to receive full funding and plan on securing additional financial resources. Documenting other resources in your application budget will help you compete more successfully.

**The CAC receives 85-100 applications annually and funds approximately 30% with grants ranging from \$500 to \$3500. Variable funding can affect these past trends.**

## **Who is Eligible to Apply?**

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Applicants must be **based in Cambridge** (either a resident, employee, or partnered with a Cambridge organization). If you are not based in Cambridge, and would like to apply, a letter of collaboration and support from a Cambridge sponsor is necessary. Funding supports activities in the arts, humanities, or interpretive sciences. All projects must be based in Cambridge and demonstrate a tangible benefit to Cambridge citizens. Only projects that demonstrate a direct value to the City of Cambridge will be considered for funding. Individual artists, artist groups, arts organizations, community organizations, and municipal agencies are all eligible to apply for Grant Program funds.

### **Individuals**

Individual applicants must show that a public benefit results from the project for which they are applying. Although funds cannot be used to support activities that benefit only the individual applicant, a public presentation of an individual's work may provide the needed public benefit.

### **Private nonprofit organizations**

Organizations that have tax-exempt status under section 501(c)(3) of the Internal Revenue Code.

### **Associations that can establish a nonprofit objective**

Organizations that can establish a nonprofit objective – that is, groups of individuals coming together with a common purpose (e.g., local community band, theater group) that do not have nonprofit 501(c)(3) tax-exempt status.

### **Schools, libraries, or other public agencies**

Public agencies are eligible to apply for funding, but funds may not be used to replace municipal funding for the arts, humanities or interpretive sciences.

### **Religious organizations**

Religious organizations or groups with a religious affiliation are eligible to apply for funding of cultural programming that is available to the general public. However, the CAC cannot approve applications that are not primarily cultural in their intent, have the effect of advancing religion, or substantially benefit religious organizations or schools.

## **What Projects/Activities Can be Funded**

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### **Arts, Humanities, and Interpretive Sciences**

The funds may only be used to support programs in the arts, humanities and interpretive sciences in Cambridge. This definition includes the study, pursuit, performance, exhibition, and appreciation of cultural activities in the broadest sense.

### **Public Benefit**

Project must demonstrate a community benefit. Funds must be used to support activities that contribute to the cultural vitality of the community as a whole, rather than benefiting any private individual or group. However, this does not mean that a large crowd of people needs to participate in order for the public benefit component to have been satisfied.

### **No Substitution**

Program funds are not intended to replace or supplement existing public funds for programs in the arts, humanities, or interpretive sciences, nor are funds to be used as the sole source of funding for projects. Any item or activity that is generally considered the funding responsibility of the city or town will not be approved, even if funding did not previously exist for that item or activity. Expenses related

to classroom or other school-sponsored programs or extra-curricular activities are not eligible for funding. Funding for standard extracurricular activities (e.g., school plays, musicals, bands, newspapers, art supplies, library books or audiovisual materials, or salaries for teachers or librarians) will not be approved. Schools and libraries may only request funding for cultural enrichment activities (field trips, artist-in-residency programs, lectures, performances, etc.) that are led by outside artists, humanists or interpretive scientists. The cultural professional cannot be a current employee of the school system.

### **Non-Discrimination**

CAC does not discriminate against applicants on the basis of race, gender, religion, creed, color, national origin, disability, sexual orientation or age, nor will we fund projects that discriminate on the basis of these attributes.

### **Access**

Applicants must adhere to the MCC's statement on accessibility of cultural programs to underserved populations: The MCC is committed to access not only as a matter of state and federal laws, but also as a policy designed to encourage the participation of all segments of the Commonwealth's population in MCC funded programs. The Massachusetts Office of Affirmative Action currently designates the following as underserved: African Americans, Asian Americans, Latin Americans, Native Americans, people with disabilities, Vietnam-era veterans and women. The MCC also considers low-income and rural communities, as well as citizens over 65-years-old, as underserved populations.

Cultural organizations funded by the CAC that present public programs or offer services to the public must make reasonable accommodations to insure that people with disabilities have equal physical and communications access, as defined by federal law. Accessibility involves both the location (the facility) and the content (the activity or product) of the program.

Access refers to, but is not limited to, ramp access or elevators, restroom facilities to accommodate persons using wheelchairs, sign language interpreters, assistive listening devices, Braille and/or large print publications. Technical assistance is available through the Cambridge Commission for Persons with Disabilities [(617) 349-4692 or (617) 492-0235 [tty/TDD]].

## **CAC Grant Program Funding Priorities**

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Overall our number one priority is to fund projects that benefit the citizens of Cambridge. Artists in any discipline may apply for grants. Funds may be applied to the development and exploration of a project involving the Cambridge community. The project must contribute to, involve, and enrich the City (i.e. exhibition, performance, class, lecture, reading, open studio, or a show at a public place such as a theater, gallery, library, school, senior center, etc.). Preference is given to projects located in Cambridge, involving Cambridge artists, or Cambridge arts organizations. Additionally, preference is given to:

- Projects by or involving Cambridge-based artists or cultural groups
- Proposals that reach an underserved population
- Proposals reaching the broadest spectrum of our community
- Projects promoting education in specific areas
- Projects that involve interaction with the community
- Projects that lend themselves to public display or presentation and that will attract varied audiences (demonstrated by plans to publicize the project)
- New applicants or projects – especially those that are experimental or innovative

The CAC strongly encourages grant application proposals that highlight and/or serve specific ethnic and socioeconomic groups with emphasis on the preservation of cultural identities and activities.

## Grant Categories

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There are three grant categories: Creating & Presenting, Education & Access, and PASS grants.

**Note:** Applicants may submit only **one application** in either the Creating & Presenting or Education & Access categories.

**Creating & Presenting** grants support the development and/or presentation of visual arts, dance, film/video, literature, music, multidisciplinary arts, theater, and cyber arts. Projects must involve a public presentation in Cambridge (e.g. performance, exhibition, publication, screening, reading, class, symposium, festival, or workshop/demonstration). For more detailed information regarding this grant category refer to page 8.

**Education & Access** grants promote in-depth understanding of and participation in the arts. Grants will also support projects that increase the quality and level of participation of populations with limited access to the arts. Projects that bring art into non-traditional, community settings are especially encouraged. Projects may involve education or participation in specific art forms, or use the arts to explore relevant non-arts areas, such as civic, cultural, or environmental issues. For more detailed information regarding this grant category refer to page 8.

**PASS** grants fund the purchase of tickets for Cambridge youth to attend cultural events. School administrators, parent organizations (PTA/PTO), community schools programs, neighborhood centers, social service and youth organizations are all eligible to apply. You may also apply for transportation costs to and from the event, however limited funding and the number of requests may not allow for funding of these costs. For more detailed information regarding this grant category refer to page 15.

**All projects must be completed within 18 months from receiving approval.  
Recipients who fail to complete their project or submit the required final report and receipts  
will have their final payment withheld and may be required to reimburse CAC.**

## Funding Restrictions

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Restrictions are placed on the following types of funds:

**Refreshments:** Grant funds may not be used to purchase food.

**Scholarships:** Although individual students are not eligible to apply for scholarships, an organization may sponsor a scholarship provided it shows evidence of an open and fair review and award process. The applicant organization must also ensure a public benefit component in which the award recipient “gives back” to the community in the form of a lecture, master class, exhibit, performance, etc.

**Capital Expenditures:** In general, applications for capital expenses are **not encouraged**. Capital expenses are defined as items that have a life expectancy of more than three years and a monetary value of more than \$500. Examples include equipment, such as lighting or sound equipment, new construction, or facility renovations.

## Funding Match Requirements

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Creating & Presenting and Education & Access projects must demonstrate an equal match by other funding source(s) in order to receive funding (i.e. your request must make up no more than 50% of the total project budget). In-kind (i.e. donated) services, materials, and use of facilities can be counted towards this match, based on the “fair market value.” Capital expenditures must be matched by two-thirds support from other source(s); the CAC grant cannot exceed 33% of the total cost.

## **Repeat Funding**

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In order to ensure broad distribution of funds and encourage new applicants, applicants may not receive funding more than two years in a row for the same project. Applicants who receive funding for two consecutive years for a project must wait one year before applying again for that project.

Past grant recipients who have failed to complete the grant requirements are ineligible to apply for a new grant for a period of two years.

## **Review Process**

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All applications are reviewed by a volunteer panel of Cambridge residents and arts professionals representing a variety of neighborhoods and backgrounds. Three separate panels are convened for each of the following discipline areas: *Visual Arts & Film/Video*, *Theater & Dance*, and *Music & Literature*. Each panel is composed of individuals with expertise in the disciplines being reviewed, as well as in related fields such as arts administration and arts education. Panelists evaluate applications and supplemental materials using the review criteria printed in these guidelines (see page 8 for Creating & Presenting and Education & Access or page 15 for the PASS program). After careful review and discussion, panelists rate each application. Panelists then determine which applicants are recommended for funding. In making final funding decisions, the CAC staff is guided by the panel recommendations, neighborhood distribution, and available resources. The final recommendations are then reviewed and approved by the CAC Advisory Board and the City Manager.

## **Reconsideration**

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An applicant whose request was not approved for funding by the CAC may request that the council review the application again if the applicant can demonstrate that the CAC failed to follow published local or state review procedures. Such requests must be submitted in writing within fifteen (15) days of notification. Please note that even if the reconsideration request is granted, the application may again be disapproved. Additionally, reconsideration requests may not be made on the basis of dissatisfaction with the amount awarded or disagreement with judgments made on the basis of artistic quality.

## **Conflict of Interest**

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The CAC observes the Massachusetts Cultural Council's Conflict of Interest policy regarding review panels: To ensure that all review panels are free from conflicts of interest, panelists are required to disclose any current or prospective affiliations they or their immediate family members have with an actual or potential applicant. "Affiliations" applies to employment, board memberships, independent contractual relationships, advisory or policy relationships, substantial contributor relationships, or other financial relationships. In addition, panelists are required to disclose any past or current adversarial relationships with actual or potential applicants. Panelists are not permitted to participate in discussions relating to applicants with whom they have an affiliation or relationship.

**Applicants are strongly encouraged to contact the  
Cambridge Arts Council with any questions regarding their application:  
617-349-4380**

# Grant Categories and Review Criteria

Applicants may submit only **one application** in either the Creating & Presenting or Education & Access categories.

## Creating & Presenting

Creating & Presenting grants support the development and presentation of visual arts, dance, film/video, literature, music, multidisciplinary arts, theater, and cyber arts. Projects must involve a public presentation in Cambridge (e.g. performance, exhibition, publication, screening, reading, symposium, festival, or workshop/demonstration).

Projects may include but are not limited to:

- Creation of work to be publicly exhibited, distributed, published, or produced
- Production and presentation of a specific dance, theater, film, video, music, or literary piece at a school, theater, gallery, library, or performance space

## Review Criteria

Applications will be reviewed according to the following criteria:

• Artistic merit.	50%
• Clarity and feasibility of budget, timeline, and evaluation plans.	20%
• Significance of the project to the community it serves.	10%
• Potential to involve, contribute to, and/or enrich an economically and culturally diverse/underserved populations.	10%
• Qualifications of key personnel	10%

## Education & Access

Education & Access grants promote in-depth understanding of and participation in the arts among Cambridge communities. Grants will also support projects that increase the quality and level of participation of populations with limited access to the arts. Projects that bring art into non-traditional, community settings are especially encouraged. Projects may involve education or participation in specific art forms, or use the arts to explore relevant non-arts areas, such as civic, cultural, or environmental issues.

Projects may include but are not limited to:

- Workshops, classes, or demonstrations
- Artist/Performer residencies

Artists interested in working in the Cambridge Public Schools need the support of a specific school for their proposal to be considered. For more information, contact Judith Contrucci at (617) 349-6788

## Review Criteria

Applications will be reviewed according to the following criteria:

• Quality and creativity of the project's design.	40%
• Qualifications of key personnel.	20%
• Potential to involve a culturally and economically diverse population.	20%
• Clarity and feasibility of budget, timeline, publicity, and evaluation plans.	10%
• Community support for the project.	10%



# Creating & Presenting and Education & Access Application Instructions

## APPLICATIONS MUST BE TYPED

(with the exception of the Applicant Information and Budget sections of the application form)

PLEASE DO NOT USE ANY BINDING. Applications should be held together with paper clips or binder clips.

**Applications can be downloaded from the CAC website [www.cambridgeartscouncil.org](http://www.cambridgeartscouncil.org)  
or the MCC website [www.massculturalcouncil.org/applications/lccapp.html](http://www.massculturalcouncil.org/applications/lccapp.html)**

## Application Form

Make sure you fill out the application coversheet (included in these instructions) and include it with your application.

In the space at the top of the form reading “This application is being submitted to the \_\_\_\_\_ LCC” enter “Cambridge.”

- **Applicant Information**

Enter the applicant name or contact person. If you are an individual, enter your name under Applicant Name and also as Contact Person. In the case of collaborations, choose one organization or individual to represent the group. Keep in mind that the applicant is responsible for disbursing grant funds.

- **Project Information**

Under “**Project Title**,” enter a brief title for your project (e.g. Youth Concert Series, Film Festival, Poetry Series, etc.)

Under “**Amount Requested from LCC**,” fill in the amount you are requesting for your project.

**Answer questions 1 – 4 as clearly and specifically as possible.** Remember that the panel may not be familiar with your project or organization. Use short sentences and avoid jargon.

- **Budget**

Projects must demonstrate an equal match of support from other source(s) – the CAC grant cannot exceed 50% of the total project cost. **The total amount of project expenses must equal the total amount of income.**

Capital expenditures (e.g. to acquire, maintain, or improve facilities or equipment) are eligible for funding but must be matched by two-thirds support from other source(s) – the CAC grant cannot exceed 33% of the total cost.

- **Expenses**

List the cash expenses for your project, breaking them down into the most appropriate categories.  
**Note: the Grant Program funds cannot be spent on food or refreshments.**

- **Income**

List any cash donations towards your project under the appropriate funding sources. Under *In-Kind Services, Materials, and Facilities* (Item F), approximate the total cash value of in-kind goods and services (i.e. those for which you do not need to pay). Free performance or rehearsal space, donated art supplies, volunteer labor, or pro-bono consulting work can all be considered in-kind.

## **Additional Required Information**

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- **Narrative & Timeline**

In a maximum of two pages, provide an in-depth description of your project and a detailed timeline for how the project will be carried out. Include planning and follow-up activities, project events and activities, marketing and promotion plans. Remember to address the review criteria for the grant category to which you are applying.

- **Budget Breakdown**

On a separate page, provide a detailed breakdown of the project expenses and income information listed on the application form. List approximate "fair market" values of in-kind contributions. Clearly indicate confirmed and unconfirmed sources of income.

- **Letters of Support**

Attach letters of support from collaborating organizations. Letters should clearly state the collaborator's commitment to the project and reason for supporting it. School based projects should have a letter of support from Judith Contrucci of Cambridge Public Schools. **Applicants from outside of Cambridge must have a letter of collaboration and support from a Cambridge sponsor.**

- **Resumes of Key Personnel**

A review of the professional qualifications of the individual or the organization leading the cultural activity is a crucial component. Resumes should reflect the applicant's qualifications as they relate to the project (e.g. if you are an artist applying for a school residency, list teaching experience as well as artistic qualifications).

- **Artistic Support Materials**

Submit one set of support materials that best represents the proposed project and the artist(s) involved. For further instructions see page 11.

- **Optional Printed Materials**

Organizations are encouraged to submit materials such as newsletters, brochures, annual report, etc. that demonstrate the organization's overall goals and programming. Applicants should also include publicity from past events (such as flyers, promotional and press materials). Evaluation materials from past projects are also encouraged.

- **Projects Involving Permanent Public Art:**

Applicant should attach a letter naming the intended owner of the artwork, a one-sentence description of the artwork and its materials, and plans for long-term maintenance. If the applicant does not own the site where the artwork will be permanently installed, the site owner should co-sign the letter. Proposals for public artworks on City-owned property will be reviewed by the Cambridge Arts Council's Public Art Program staff and, where necessary, staff from other City departments who have jurisdiction over proposed locations. Applicants proposing public art in the City are required to consult with and secure a letter of approval from the CAC Director of Public Art prior to submission of an application.

Applicants are advised that the funding of public artwork through the CAC Grant Program is a separate process from the commissioning of artwork through the CAC Public Art Program. The commissioning of artwork to be accessioned into the City's permanent Public Art Collection is accomplished through a highly specific public process in keeping the Cambridge Public Art Ordinance, which is administered by the CAC Percent-for-Art Program with oversight from the Public Art Commission. For more information please visit the CAC website: [www.cambridgeartscouncil.org](http://www.cambridgeartscouncil.org), or call 617-349-4389.

# Artistic Support Material Instructions

Submit one set of support materials that best represents the artists involved in the project. There should be a clear relationship between the support materials and the proposed project. Keep in mind that the panel will use these materials to determine artistic quality, so submit the best possible reproduction of your work. All materials (pages/slides/cassettes/etc) should be labeled with applicant's name.

## **Education & Access applicants:**

**DO NOT** submit a videotape of yourself teaching. **DO** submit examples of your own artwork as appropriate.

**Visual Arts** – Submit 8 examples of your work in one of the following formats.

- 35mm duplicate slides in a clear plastic viewing sheet. Remember to label each slide with the artist's name, and an arrow indicating the top. Number each slide and provide a slide inventory list with description including medium and size.
- Digital images on CD and inventory list with description.
- Photographs and inventory list with description.

**Literature** – A set of examples of your original work – such as:

- Five to ten short poems.
- One or two short stories.
- A chapter or excerpts from a novel or non-fiction work.
- A one-act play or a single act from a longer script.

Please place the best and most relevant piece first.

**Music** – An example of your work – such as:

- Audiocassette: ten minutes maximum, please cue the audiocassette to the section you want reviewed and label the start time. Indicate the applicant's involvement in the piece.
- CD: indicate the track(s) you wish the panel to review, ten minutes maximum. Indicate the applicant's involvement in the piece.
- Score: include the title, length of selection, instrumentation, and text (if applicable).

**Dance & Theater** – An example of your work – such as:

- ½" VHS videocassette: ten minutes maximum, please cue the videocassette to the portion you would like the panel to review and label the start time. Attach an explanation of the selection, including its relevance to the project and the applicant's role in the production.
- DVD: ten minutes maximum. Attach an explanation of the selection, including its relevance to the project and the applicant's role in the production. Provide instructions for set up.
- Written script. Attach an explanation of the selection, including its relevance to the project and the applicant's role in the production.

**Film/Video** – An example of your work – such as:

- ½" VHS videocassette: ten minutes maximum, please cue the videocassette to the portion you would like the panel to review and label the start time. Attach an explanation of the selection, including its relevance to the project and the applicant's role in the production.
- DVD: ten minutes maximum. Attach an explanation of the selection, including its relevance to the project and the applicant's role in the production. Provide instructions for set up.

# Application Checklist

Applications must be received by **5:00pm on Monday, October 16, 2006.**

Mailed applications postmarked October 16th or later will be returned.

No late submissions will be considered.

## Application Checklist

Your application will be considered incomplete without these materials:

Application Form (with Coversheet)

Narrative & Timeline

Budget Breakdown

Letters of Support

Resumes of Key Personnel

Artistic Support Materials

*Public Art only:* Letter describing ownership & maintenance plans

Be sure to fill out and include the **coversheet** (page 13) with your application.

Applications must be **typewritten** (with the exception of the Applicant Information and Budget sections of the application form, which may be neatly handwritten). **NOTE:** PDF versions of the application forms are available and can be filled out online and then printed directly from the MCC web site.

Fill out the application form completely. Answers provided as an attachment make the reviewer's job more difficult. You are, however, encouraged to expand on the information requested in the application by attaching a project narrative of up to two pages in length

Remember to include **letters of support** from collaborating organizations. Applicants from outside of Cambridge are required to have a letter of collaboration and support from a Cambridge sponsor.

Do not forget to include the **materials required in addition to your application form**, listed on page 10 and the **artistic support materials** described on page 11.

Applications for the creation or installation of permanent artwork should note the **additional requirement** on page 10 of the guidelines.

**DO NOT** submit materials in a binder or folder. Applications are duplicated for the review panels and cover materials will be discarded, so save your money.

Only **one** copy of the application is required.

**Grant applications can be acquired on-line at the CAC website**

**[http://www.cambridgema.gov/~CAC/community\\_grants.html](http://www.cambridgema.gov/~CAC/community_grants.html)**

**or the MCC's website**

**[www.massculturalcouncil.org/applications/lccapp.html](http://www.massculturalcouncil.org/applications/lccapp.html)**

# FY07 Grant Program Application Coversheet

**Please complete this form and place it on top of your application materials.**

Incomplete applications will not be considered.

Applicant Name: \_\_\_\_\_

Category to which you are applying (check one):

☐ Creating & Presenting

☐ Education & Access

☐ PASS Program

Briefly describe your project in one sentence:

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## DISCIPLINE

### CHOOSE ONE

☐ Dance

☐ Film/Video

☐ Literature

☐ Visual Arts

☐ Music

☐ Theater

## CHECKLIST

### REQUIRED INFORMATION

☐ Application Form

☐ Narrative & Timeline

☐ Budget Breakdown

☐ Letters of Support

☐ Resumes of Key Personnel

☐ Artistic Support Materials (list)

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☐ Public Art only: Letter describing ownership & maintenance plans

**Grant applications can be acquired on-line at the CAC website  
[http://www.cambridgema.gov/~CAC/community\\_grants.html](http://www.cambridgema.gov/~CAC/community_grants.html)  
or the MCC's website  
[www.massculturalcouncil.org/applications/lccapp.html](http://www.massculturalcouncil.org/applications/lccapp.html)**

# PASS Program

**PASS** grants fund the purchase of tickets for Cambridge youth to attend cultural events. School administrators, parent organizations (PTA/PTOs), community schools programs, neighborhood centers, social service and youth organizations are all eligible to apply. You may also apply for transportation costs to and from the event, however the number of requests may not allow for funding of these costs.

Admission must cost \$12.00 or less per ticket. **Performances may not take place in school during normal school hours.** However, PASS performances may take place in a school if it is after school hours and is open to the public.

**PASS applications can be downloaded from the MCC website  
[www.massculturalcouncil.org/applications/passapp.html](http://www.massculturalcouncil.org/applications/passapp.html)**

## **PASS Instructions**

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1. Contact the box office of the chosen cultural organization to reserve tickets. Instruct box office staff that you plan to apply for a PASS grant from the Cambridge Arts Council (CAC) to be eligible for a special discount rate.
2. Complete and sign the PASS Grant Application form and submit with a cover letter answering the following questions:
  - What percentage of the participants are from low-income families?
  - How is the field trip relevant to the participants?

If your school population includes non-Cambridge residents, please explain how you will ensure that these funds benefit Cambridge residents only.

If you are submitting more than one application, please prioritize your requests in the cover letter. PASS applications are due by 5:00pm on October 16, 2006.

**PASS APPLICATIONS FROM THE CAMBRIDGE PUBLIC SCHOOLS  
ARE COORDINATED BY JUDITH CONTRUCCI. CONTACT (617) 349-6788.**

## **Review Criteria**

Applications will be reviewed according to the following criteria:

• Financial need of the participants.	50%
• Relevance of the field trip to the participants.	50%

**Grant applications can be acquired on-line at the CAC website  
[http://www.cambridgema.gov/~CAC/community\\_grants.html](http://www.cambridgema.gov/~CAC/community_grants.html)  
or the MCC's website  
[www.massculturalcouncil.org/applications/lccapp.html](http://www.massculturalcouncil.org/applications/lccapp.html)**